

ATTACHMENT 1.2-CGUAM

The following is a description of the kinds and numbers of professional medical personnel and supporting staff used in the administration of the Medicaid and Medically Indigent Programs and their responsibilities:

<u>POSITION TITLE</u>	<u>NO. OF STAFF</u>	<u>MAJOR RESPONSIBILITIES</u>
Human Services Administrator	1	<ol style="list-style-type: none"> 1. Administers the Medicaid, Medically Indigent, and other Health Service Program on Guam in compliance with the Federal and Local regulations. 2. Is responsible for policy development, planning, monitoring and evaluation of the programs. 3. Coordinates with the public and private agencies to enhance the well being of Medicaid and Medically Indigent Programs recipients through adequate health care.
Medicaid Specialist	2	<ol style="list-style-type: none"> 1. Implements the Medicaid and Medically Indigent Programs Utilization Control Plan. 2. Performs pre-payment, post-payment, and on-site utilization review to ensure the necessity and appropriateness of medical services provided to Medicaid and Medically Indigent recipients. 3. Reviews and authorized payments of Medicaid and Medically Indigent claims.
Management Analyst IV	1	<ol style="list-style-type: none"> 1. Plans and coordinates program development and evaluation activities within the Bureau. 2. Plans, develops, and implements the management analysis program in the Bureau.

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Management Analyst III

1

3. Supervises management studies of the programs policies and operations.
4. Coordinates reviews of proposed legislation; determines impact upon organizational operations; and estimates effects and monitors progress.
5. Supervises subordinates in the program management unit.

Management Analyst II

1

1. Performs studies, analyses and evaluation of program operations.
2. Maintain the State Plan, program policies and procedure manuals.
3. Prepares budget.
1. Coordinates with accounting and data processing on fiscal matters.
2. Reviews and verifies processed claims for accuracy.
3. Performs studies and research as needed.
4. Prepares fiscal reports.

Administrative Officer

1

1. Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other personnel requests.
2. Prepares work requests, and purchase requisitions for the programs.
3. Monitors the expenditures and coordinates with BBMR and Division of Accounts the Bureau's administrative costs.

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|---------------------------------|---|---|
| Program Coordinator II | 1 | <ol style="list-style-type: none"> 1. Administers the Early Periodic Screening, Diagnostic and Treatment (EPSDT) Program. 2. Coordinates with other departments, agencies and service providers for providing adequate care to EPSDT participants. 3. Processes Medicaid claims for EPSDT services. |
| Assistance Payment Supervisor I | 3 | <ol style="list-style-type: none"> 1. Supervises the processing unit in eligibility determination of MIP and other health service program and claim processing. 2. Reviews claims and cases processed by subordinates. 3. Processes problem claims and cases and makes decision in the disposition of claims and the determination of entitlement. 4. Coordinates with service providers regarding claims and payments. |
| Assistance Payment Worker III | 4 | <ol style="list-style-type: none"> 1. Processes Medicaid and Medically Indigent claims. 2. Maintains the Medicaid and Medically Indigent eligibility file and issues identification cards on a monthly basis. 3. Maintains the Buy-in Program and collects third party payments. 4. Prepares reports. |
| Assistance Payment Worker II | 2 | <ol style="list-style-type: none"> 1. Assists in processing Medicaid and Medically Indigent claims. |

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Assistance Payment Worker I

2

2. Assists in utilization review.
1. Reviews applications for financial assistance for completeness and accuracy.
2. Assists applicants for financial and/or medical assistance in understanding their rights under the law in completing the prescribed application or declaration forms upon which eligibility decisions are based.
3. Assists in the screening and processing of claims.

Social Worker II

1

1. Provides counselling to recipients who are improperly utilizing the services of the Medicaid, Medically Indigent, and other health service programs.
2. Coordinates with other agency services and benefits for the recipients.
3. Coordinates off-island care for the recipients and assists them in preparation for their off-island treatment such as air transportation, arrangement for their lodging and etc.
4. Coordinates, assists, and provides services to recipients requiring medical supplies, equipment, and other medical services.
5. Prepares reports.

Secretary II (Typist)

1

1. Develops and implements procedures for expediting the flow of clerical work for the Bureau.
2. Types a variety of correspondence, reports, con-

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tracts, manuals, technical reports and other materials.

3. Maintains a variety of office records and reports.
4. Supervise the clerical staff.

Secretary I (Typist)

1

1. Receives visitors and Medicaid and Medically Indigent applicants and recipients. Explains Medicaid and Medically Indigent policies and procedures to the public.
2. Maintains the filing system for the administration.
3. Types correspondence, reports, and other material.

Clerk Typist III

1

1. Receives and records Medicaid and Medically Indigent claims.
2. Maintains the filing system for claims processing.
3. Transmits remittance advice to providers.
4. Types correspondence, medical review summary, and reports.

Clerk Typist II

1

1. Assists the Clerk Typist III in the processing and screening of Medicaid and Medically Indigent claims.
2. Assists in the filing of claims, and reports.
3. Assists in the typing of reports, and correspondence.

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